

**STATE OF LOUISIANA
DEPARTMENT OF CIVIL SERVICE
BATON ROUGE, LA.**

February 26, 2007

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**STATE PERSONNEL MANUAL
TRANSMITTAL SHEET
NO. 430**

To: HEADS OF STATE AGENCIES AND PERSONNEL OFFICERS

Subject: Correction to "Remove & Insert Pages" on Transmittal NO. 428

Issue Date: February 26, 2007

At its meeting on February 7, 2007 the State Civil Service Commission approved the proposed amendment to Rule 1.33. This amendment will be effective February 7, 2007. Explanation for the rule change appears in General Circular 1683 issued on January 9, 2007.

If there are any questions regarding the subject matter in this transmittal sheet, please call the Staffing Division at (225)342-8536.

Please make the following changes in your Civil Service Rules:

<u>REMOVE</u>		<u>INSERT</u>	
<u>Page</u>	<u>T/S</u>	<u>Page</u>	<u>T/S</u>
20.6.1	370	20.6.1	430
20.6.2	395	20.6.2	430

Sincerely,

s/Anne S. Soileau
Director

- (c) An institution with an appointing authority and supporting services such as a hospital or school.
- (d) A separate state agency or one that is housed in a department but has a separate appointing authority, separate identity, a distinct mission and powers granted by statute. Such agencies include those transferred under statute, each of which continues to exercise all of the powers, duties, functions and responsibilities authorized by the Constitution or laws. The functions of such agencies are exercised independently of the secretary and any assistant secretary.

- 1.22 'Original Appointment' means initial appointment of a person to a classified position by provisional, probationary or job appointment.
- 1.23 Repealed, effective June 29, 1987.
- 1.24 'Pay Plan' means a schedule of pay rates or ranges and a list showing the assignment of each job in the job evaluation plan to one of the rates or ranges and includes rules of administration.
- 1.24.001 'Pay Range' means the range of pay rates from minimum to maximum set for a pay grade.
- 1.24.002 'Pay Structure' means the organization of pay grades and ranges established for jobs within the classified service.
- 1.24.003 'Pay Structure Adjustment' means a change in the range minimums and maximums for all grades. The purpose is to maintain a general competitive level with the market for recruitment purposes and is generally accomplished without increases to individual pay rates.
- 1.24.01 'Performance Appraisal Rating' means the overall rating of an employee, made in accordance with the performance appraisal system established by these Rules.
- 1.24.02 'Performance Standard' means a statement or description of observable conditions that define the levels of performance for each major task or duty area.
- 1.24.03 'Personnel Action' means a personnel transaction effecting a change to a person's employment or to a position.
- 1.24.1 'Political Activity' means an effort to support or oppose the election of a candidate for political office or to support or oppose a particular party in an election.
- 1.25 'Position' means any office and any employment in the Classified Service. 'Position' for job evaluation and pay purposes means a collection of duties and responsibilities assigned to an individual employee. Multiple positions may constitute a job.

20.6.2

- 1.25.1 'Preference Employee' means an employee who is an ex- member of the armed forces and his or her dependents as defined in Rule 7.11.
- 1.25.2 Repealed, effective July 2, 1986.
- 1.26 'Probationary Appointment' means appointment of a person to serve a working test period in a position.
- 1.26.1 'Progress Review' means a scheduled meeting between an employee and his supervisor in which they discuss the employee's accomplishments and possible problems in the area of performance (e.g., performance standards), and in which performance criteria is reviewed and revised if necessary.
- 1.27 'Promotion' means a change of a permanent employee from a position in one job to a position in another job which is assigned to a pay grade with a higher maximum.
- 1.28 'Promotional List' means a list, established in conformity with these Rules, of permanent employees who have demonstrated their fitness for a position of a higher grade by successfully passing an examination for such higher job position and are eligible for promotion within the same department or transfer and promotion from another department.
- 1.29 'Provisional Appointment' means a temporary appointment of a person to a position in the absence of an adequate eligible list, until such time as the appointed employee demonstrates the required skill level to qualify for the job.
- 1.30 'Public Hearing' means a hearing held after public notice of at least 24 hours, at which any person may have a reasonable opportunity to be heard, in accordance with such rules and regulations as may be adopted by the Commission.
- 1.31 Repealed, effective March 15, 1966.
- 1.32 'Reallocation' means a change in the allocation of a position from one job to another wherein the duties of the position have undergone a change.
- 1.33 'Reassignment' means the change within the same department of a probationary or permanent employee from a position in one job to another position in a different job, both jobs of which have the same maximum rate of pay. ***
- 1.33.01 'Red Circle Rate' means an individual pay rate, excluding those that fall within the base supplement authorized for a position, that is above the maximum of a pay range for a grade; or, only under conditions as specified in Rule 6.15(d), an individual pay rate that is above the base supplement authorized for a position.
- 1.33.02 'Reduction in Pay' means an action taken for disciplinary reasons whereby an employee's individual pay rate is reduced but the employee remains in the same job.